

**Phoenix Program
Process Definition – Project Costing**

Process	<i>Establish Quarterly Appropriation</i>
Process Number	<i>PC – 014</i>

Description of Process

The Department of Transportation receives state authorized funding from the legislature each year to be used for various transportation related activities. Based on the legislative apportionment, annual appropriations are established at a high level program (i.e. 1-100, 1-200, 1-300, 1-400) and at a high level project (BUDAP000111000). Once more specific funding requirements are established, a quarterly appropriation is established at a specific fund source (i.e. 1-110 or 1-472) and at the same high level project (BUDAP000111000). This process defines the method of establishing these quarterly appropriation amounts in Project Costing.

Input to Process

The Department of Transportation receives their annual apportionment of state funds from the legislature in the fiscal year budget. Then, based on known needs, this funding is further broken down into a more specific level. This information is used to establish the quarterly appropriation amount at a more specific program at the same high level project.

Output of Process

The result of this process establishes an quarterly appropriation amount by specific program chartfield and high-level project that is used in the Department of Transportation's Project Management System.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

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PeopleSoft Panel Groups being Used

Function	Panel Group
Go	Go – Manage Projects – Create Projects. This navigates to the menu group used to establish quarterly appropriations.
Use	Use – Express Project – Express – Update/Display. This is the entry panel used to establish quarterly appropriations.

Business Process Description

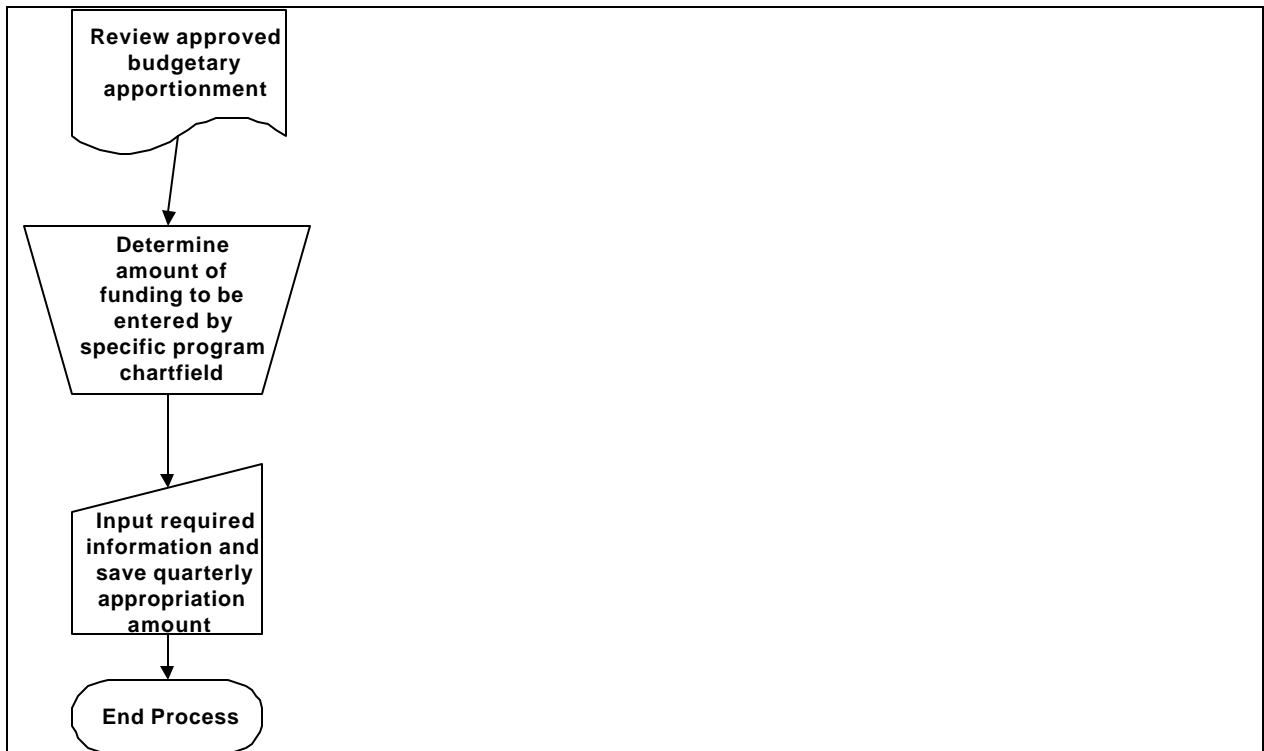
Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Receive PR-37</u></p> <p>Determine the appropriate amount of funding into which the high-level funding by program chartfield should be divided. If this is an initial set-up of funding, the amount to be entered into Project Costing will be the total amount shown by the specific program chartfield. If this is an increase of funding, the amount to be entered into Project costing will be the difference between the total amount shown by specific program chartfield and the initial amount entered by specific program chartfield. If this is a decrease in funding, the <i>negative</i> amount to be entered into Project costing will be the difference between the initial amount shown by specific program chartfield and the total amount shown by specific program chartfield.</p>	Agency
<p><u>Step 2: Open the Express Project panel for the Project</u></p> <p>Enter the Business Unit (48400) and the quarterly appropriation Project Number (BUDAP000111000).</p>	Agency
<p><u>Step 3: Establish the quarterly appropriation</u></p> <p>Under the Resources section of the Express panel, enter the following information:</p> <ul style="list-style-type: none"> • Analysis Type (QAP). • Amount. • GL UNIT (48400). • Program (as established by the needed breakdown). 	Agency
<p><u>Step 4: Save the quarterly appropriation</u></p> <p>The quarterly appropriation amount is now saved and ready for use in the Project Costing module for use in the Project Management System.</p>	Agency

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Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):



APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Jamie Simpson	DOAS Project Lead			04/02/99
Dan Youngblood	THG Project Lead			04/02/99